

FY2010/2011 Family Strengthening & Fatherhood Initiative

Quarterly Reimbursement Invoice

RFP Number CVS-10-067	Fund 0100/0508/1000	Program Code 49203	Cost Code 92301	Object Code 514520	Project Code 90395	Category 2748	Type 100	CFDA 93556
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Subgrantee: _____

FIN#: _____

Invoice #: _____

Quarterly Invoice Timeline (Check the appropriate claim period below)

Reimbursement Period	Invoice Due Date
<input type="checkbox"/> October 1, 2010 – December 31, 2010	January 31, 2011 Date Received:
<input type="checkbox"/> January 1, 2011 – March 31, 2011	April 29, 2011 Date Received:
<input type="checkbox"/> April 1, 2011 – June 30, 2011	July 29, 2011 Date Received:
<input type="checkbox"/> July 1, 2011 – September 30, 2011	October 31, 2011 Date Received:

The Virginia Department of Social Services (VDSS) shall not be obligated to pay for services when the subgrantee fails to submit quarterly expenditure statements/requests for funds and a financial report for such services within thirty (30) calendar days after the close of the quarter in which the services were delivered. Expenditure statements/requests for funds which are valid and correct shall be processed and paid no later than thirty (30) calendar days after receipt of the complete expenditure statement/request for funds and all supporting documentation. These records shall be available for review by the VDSS.

Prepared By

Name: _____

Title: _____

Telephone: _____ Ext. _____

E-mail: _____

Allowable Operating Expenditures

(Please see Expenditure Definitions for guidance)

Expenditure Category	Reimbursement Requested this Period	Cumulative Year-to-Date Expenditures	Approved Project Budget	Total Match Amount	Total Requested From VDSS
Administrative Costs *					
Employee Costs					
Supplies and Materials					
Travel					
Family Support					

* Administrative costs are indirect costs and limited to 8% of the total budget.

** Family Support includes direct services provided to enhance service delivery.

Add additional rows to show separate line items (e.g., salaries, employee benefits, office utilities, printing, family support, training, incentives, etc., as needed.

Total Invoice Amount for this Period: \$ _____

Signature: _____ Today's Date: _____

FY2010/2011 Family Strengthening & Fatherhood Initiative Expenditure Definitions

DIRECT OPERATING EXPENDITURES: Include direct project related employee costs, staff travel, project related travel, project supplies and materials, and family support.

INDIRECT OPERATING EXPENDITURES: Include all administrative costs and are limited to 8% of the total budget (*e.g., management and support staff who provide services to more than one program; employee training and development, accounting, auditing and payroll functions; data entry and reports management; office equipment, supplies and utilities; public relations; insurance-fixed assets and insurance-operation; capital and operating lease payment, installment purchase and service charges, computer equipment capital lease payments, computer software capital lease payments, and equipment capital lease payments*).

ALLOWABLE OPERATING EXPENDITURES

EMPLOYEE COSTS: Includes expenditures for employee benefits, salaries, special payments and hourly wages.

Employee Benefits: Includes expenditures for employer retirement contributions, group insurance, and medical-hospitalization insurance.

Salaries: Includes expenditures for administrative and program specific salaries. Administrative salaries are limited to 8% of the total budget.

TRAVEL COSTS: Includes expenditures for lodging, meals and personal vehicle mileage reimbursement, associated with the project.

SUPPLIES AND MATERIALS COSTS: Includes expenditures for project related educational supplies, photographic supplies, and recreational supplies.

FAMILY SUPPORT COSTS: Includes services designed to alleviate stress and help parents care for their children's well-being **before a crisis occurs. They are voluntary, preventive activities** to help families nurture their children. They connect families with available community resources and supportive networks which assist parents with child rearing. They encourage strengthening parental relationships and promoting healthy marriages. Family support activities include:

- assistance that will enable a parent or custodian or a child attend counseling, parenting classes, court, local department of social service appointments, visitations with a child, visitations with an incarcerated parent, medical appointment, or other pre-approved appointments (e.g., gas cards, bus tokens and minor vehicle repairs)
- temporary respite care for parents and caregivers. Services are to be provided on an emergency or planned basis and designed to be short-term relief to families caring for children by providing substitute care for the child. The primary objective is to reduce the potential for incidents of abuse and neglect.
- temporary direct financial assistance provided to families when unemployment, lack of budget management, or low income creates stress or the inability to meet household expenses. Examples of

FY2010/2011 Family Strengthening & Fatherhood Initiative Expenditure Definitions

- assistance includes food, clothing, rent, gasoline, security deposits, and utility payments. Typically telephone bills and cable television service are unallowable expenditures.
- information or demonstrations about proper medical care. For example, in a school assembly or community forum, there could be a presentation on good nutrition, healthy lifestyles, proper dental care, or hygiene.
- mentoring, tutoring, health education for youth, and informal interactions in drop-in centers. A structured, managed program in which children are appropriately matched with screened and trained adult volunteers for one-on-one relationships, involving meetings and activities on a regular basis, intended to meet, in part, the child's need for involvement with a caring and supportive adult who provides a positive role model.
- activities that promote positive behavior and discourage negative behavior among youth. Services that will help with developing positive self images, dealing with peer pressure, effective decision making that lead to productive adult members of society. Examples include improving school attendance and academic achievement; work experience and vocational preparation; and prevention of teen pregnancy, substance abuse and juvenile delinquency

PROHIBITED EXPENDITURES: No contract funds shall be expended for the following:

- (1) Any expenses other than those necessarily incurred in the performance of the Contract.
- (2) Costs for which other sources of funds are available to carry out the purposes or activities of the project.
- (3) The cost of meals for employees or officials of the Subgrantee except when on travel status.
- (4) Costs incurred before the effective date of the Contract, unless incurred with the prior approval of VDSS, the Purchasing Agency.
- (5) The payment of any salary or compensation to a federal employee.
- (6) Payment of any consultant fee, or honorarium, to any officer or employee of VDSS or any state, municipality or local agency for services normally paid for by such employee's regular salary, wage and overtime compensation to such officers and employees consistent with the established personnel policies of the employing agency.
- (7) The payment of portions of any salary in excess of the proportion of actual time spent in carrying out the Contract.
- (8) Deviations greater than ten percent or \$500.00, whichever is more, of a budgeted line item contained in the Approved Budget, without prior written approval by VDSS.
- (9) Equipment purchases over \$500.00, without prior written approval from VDSS or unless specified in the approved budget.
- (10) Any expenses for rent or space use. [This refers to rent or fees for use of the organization's office space or portions thereof. Occasional rental of meeting space at a hotel or other facility for specific project activities is permitted if specified in the budget and approved by VDSS, the Purchasing Agency.]
- (11) Any new construction, major repair, capital expenses, physical improvements, mortgage payments, or related interest payments, real estate or property taxes or entertainment.

NOTE: *FSFI funds cannot be used to cover any medical or dental procedures or treatment costs for children, parents or guardians. This includes all health and hospital related services.*